

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Supervisor

BAND	GRADE	
NE	623	
DEPARTMENT: Varies	ACCOUNTABLE TO: Division Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for the supervision of the daily operations of their assigned area. Duties include: conducting and signing employee evaluations; scheduling projects and work assignments; collecting information and notifying contractors, engineers, developers and vendors about projects; reviewing applications and designing as-builts; monitoring energy efficiency and reviewing monthly bills; and, overseeing janitorial services.		
DISTINGUISHING CHARACTERISTICS: This is the fifth level of a five level maintenance series. The Maintenance Supervisor is distinguished from the Field Supervisor in that the Maintenance Supervisor has full supervisory responsibilities over all subordinate employees.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises personnel which includes planning and supervising projects; training employees on proper methods and procedures; scheduling, assigning and evaluating work; approving time off; conducting safety meetings; and, inspecting projects in area of assignment.	Daily	
2.	Implements goals and objectives of the department by enforcing City policies and regulations, evaluating operations, making recommendations for improvements or changes, coordinating activities with other departments and agencies, planning projects, preparing bid specifications, reviewing bid applications, assisting in budget preparation, managing facilities projects and monitoring energy efficiency.	Daily	

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Supervisor

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
3.	Supervises and assists in installations and repairs on irrigation equipment to include: repairing, installing and/or replacing valves; investigating water leaks; and, building and installing irrigation systems.	Varies	
4.	Supervises and assists in the repair of streets, parking lots and curb gutters by sealing, patching, filling cracks and painting; setting forms and pouring concrete for sidewalks, curbs, driveways, washes and handicap ramps; installing and replacing traffic signs; laying-out permanent markings; grading areas to specifications; and performing traffic control.	Varies	
5.	Supervises and assists in operating and performing maintenance on various light to heavy equipment involved in the maintenance and upkeep of grounds and streets, such as street sweepers, sand trucks, path trucks, lawn mowers, service trucks, backhoes, cranes, graders, front-end loaders, dump trucks, vector trucks and jet rodders.	Varies	
6.	Supervises and assists in performing standard construction activities to include making as-builts for projects, and performing plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work and roofing activities.	Varies	
7.	Supervises the daily inspections of various electrical equipment by checking and recording levels and making proper adjustments.	Varies	

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Supervisor

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
8.	Supervises and assists with duties in the maintenance of parks and fields by maintaining and adjusting sprinkler systems; installing and repairing sound and light systems; and, maintaining pools and related equipment such as lighting, pumps and filters.	Varies	
9.	Supervises and assists with landscaping and gardening duties by diagnosing problems with plants and prescribing proper treatments or solutions.	Varies	
10.	Collects and verifies information from the public, contractors, engineers, developers and vendors; receives complaints from public; and, notifies required parties of work activities.	Varies	
11.	Completes work orders, orders supplies and other materials; picks-up supplies and materials.	Varies	
12.	Completes and maintains required records and reports which includes updating project files, coding and tracking expenditures and informing manager of daily departmental activities.	Daily	
13.	Performs other duties of a similar nature or level.	As Required	

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Supervisor

Knowledge (position requirements at entry):

Knowledge of:

- Administration principles, including implementing goals and objectives, planning projects and coordinating activities;
- Supervisory principles including training, scheduling, assigning and evaluating work;
- Methods, materials and equipment used in construction, landscaping, and street maintenance;
- Irrigation systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- Laws, regulations and ordinances governing area of assignment such as traffic laws, blue stake laws, OSHA regulations, etc;
- Plant types and diseases.

Skills (position requirements at entry):

Skill in:

- Coordinating and supervising multiple projects;
- Monitoring and evaluating staff;
- Maintaining and repairing equipment;
- Using hand and power tools;
- Using testing equipment;
- Reading and interpreting blueprints;
- Performing mathematical calculations;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Performing landscape activities;
- Installing and repairing irrigation systems;
- Using and storing chemicals, herbicides and pesticides;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) supplemented by coursework related to supervisory principles and seven years of experience performing work in street maintenance, or parks and maintenance including one year of working in a lead capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Supervisor

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require one or more of the following certifications depending on assignment:

- Confined Space/Training and Shoring Certification;
- Arizona Structural Pest Control Certified Applicators License;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

Rev: 08/03 (skm); 07/07 (jls)